

Earned Time to Vacation/Personal Leave Conversion

Name _____ USNH ID# _____

Department _____ Campus Phone _____

Effective Date of Conversion _____

Earned Time

Up to 20 Earned Time days automatically convert to Vacation/Personal days. If employee has accrued more than 20 days, the remainder may be converted as follows:

- convert up to 15 additional Earned Time days to Vacation/Personal days
- convert balance to traditional Sick Leave
- convert combination of additional days to Vacation/Personal and Sick Leave
- receive difference as pay out in cash from USNH Earned Time account

1. Current Earned Time Balance _____ hrs = _____ days
2. Earned Time to be Converted to Vacation/Personal _____ days
3. Earned Time to be Converted to Sick Leave _____ days
4. Earned Time Cash Pay Out _____ hrs x \$ _____ = \$ _____ *

**Responsibility for generating the appropriate pay document resides with the department where Earned Time was accrued.*

Sick Pool

- convert to traditional Sick Leave at the rate of one (1) Sick Leave day for each three (3) Sick Pool days
- reserve Sick Pool within employee's account for possible later use, if employee returns to a position covered by Earned Time.

1. Current Sick Pool Balance _____ hours = _____ days
Convert to traditional Sick Leave _____ days ÷ 3 = _____ days
2. Reserve Sick Pool _____ hrs.

Employee Signature

Date

Department Signature

Date

NOTE: In the event an employee is promoted or transferred to a position that does not accumulate vacation, i.e., academic year faculty position, the employee will be paid accumulated Earned Time prior to reporting to the new position.